

ATTACHMENT E

Pay Rate Level Adjustments

A. The following guidelines are to be used when recommending an SES pay rate level adjustment based on performance:

- The senior executive's current performance rating is **at least Commendable (Level 4)** and the senior executive has had performance ratings of **at least Commendable for the past two years.**
- Each performance element in the senior executive's current performance plan received an element rating of at least 4 or higher.
- The senior executive has not had an SES pay rate level increase or decrease during the past 12 months.
- Pay level adjustments recommended during the performance bonus/rating cycle **will not** be considered unless the executive has been at his/her level for one full year prior to January 1.

B. All recommendations for performance-based upward pay rate level adjustments must be submitted to the Director for Human Resources Management and include:

- A one-page narrative justification written by the supervisor, not by the executive being recommended;
- OPM Form 1390;
- senior executive's current performance appraisal and rating;
- PRB's approval of the recommendation; and
- a priority designation.

C. Decisions concerning performance-related downward pay rate level adjustments are limited to a one-level decrease and will be made at the discretion of the Appointing Authority, with prior discussions with the Director for Human Resources Management.

Other Salary Adjustments

Salary adjustments for Senior Level (SL), Scientific and Professional (ST), or Administratively Determined (AD) executives must also be submitted for approval of the DERB, using OPM Form 1390 as the approval document along with a one-page narrative justification written by the supervisor, not by the executive being recommended.